



TOWN OF PRIMROSE

DANE COUNTY, WISCONSIN

www.primrose.wi.gov

APPLICATIONS GUIDE

FOR

LAND DIVISIONS

ZONING CHANGES

SITE PLAN APPROVALS

BUILDING PERMITS

DRIVEWAY CONSTRUCTION PERMITS

2006

**TOWN OF PRIMROSE
DANE COUNTY, WISCONSIN
APPLICATIONS GUIDE**

CONTENTS

Introduction	Page 2
Land Division	Page 3-4
Zoning Changes	Page 5
Site Plan Approval	Page 6
Building Permits	Page 7
Driveway Construction Permits	Page 8
Glossary	Page 9-10
Application Fee Schedule	Page 11
Building Permit Requirements	Page 12

APPLICATIONS GUIDE

TOWN OF PRIMROSE **DANE COUNTY, WISCONSIN**

INTRODUCTION

After the adoption of the Town of Primrose's Land Use Plan in 1981, ordinances and other land use policies have been adopted by the Town of Primrose. To facilitate understanding of these requirements and procedures, the Applications Guide was developed. The steps outlined here will ensure your application is in compliance with the Town of Primrose's Land Use Plan and Ordinances

Before Applying

Before applying for a land division, zoning change, site plan, driveway or building permit with the Town, you may want to appear informally before the Town of Primrose Planning Commission to explain your intent and be advised of any concerns that will need to be addressed before you submit your formal request. Please note that this informal appearance is for informational purposes only and is not an official request to the Town.

County Requirements

There are some county requirements that must be fulfilled before starting with any construction such as application for rezoning or for a conditional use permit. Generally these requirements require you to go to the Dane County Planning and Development Office, Room 116, in the City-County Building. Phone number 266-4266.

Help

If you have any questions about this guide, the applications or required attachments, please contact the Town of Primrose Clerk. Since this document may be revised as changes occur, check with the Clerk to be sure you have the latest edition before submitting any applications.

LAND DIVISIONS

WHO NEEDS THEM

All land divisions, except the ones exempted in the Land Division Ordinance, require approval by the Town Board. Decisions on requests for land divisions in the Town of Primrose are made by the Town only. The Town's policies on land divisions can be found in the land use plan and the town's land division ordinance. (Available from the Town Clerk). The County's policies can be found in their Land Division Regulations.

Be aware that it is possible to create a parcel of land that will not meet the requirements for a building or driveway permit.

The Land Use Plan and the Land Division Ordinance requires that a proposed land division preserve and not interfere with productive farm land. Any request that conflicts with this requirement may be denied.

BEFORE APPLYING

See Introduction page for instructions.

TO APPLY

When applying, you should include the following exhibits:

- a. Plat map*
- b. Aerial photo*
- c. Slope analysis if needed*
- d. Site plan*

AFTER APPLYING

It is necessary that you or your agent attend the site visit, Planning Commission meeting and the Town Board meeting. Failure to do so could result in a recommendation for denial of your application if questions arise that cannot be answered. If an agent is to present the application, it is recommended that the owner/applicant also be present. It is also possible that it might take more than one site viewing and/or Planning Commission meeting to resolve all of the necessary concerns.

PLANNING COMMISSION MEETING

The Planning Commission meeting is held to allow the applicant to formally present his/her intentions for the land division. It is also the opportunity for neighbors and other residents of the community to express their concerns and to present other pertinent information to the Commission. Questions from the Commission as well as other

residents may be posed to the applicant at this time. After careful consideration of the request, its conformity with the land use plan, and the land division ordinance, and other information presented, the Planning Commission will recommend approval, conditional approval, denial, or tabling to allow time to gather additional information. Once Planning Commission has reached a final decision, it will be forwarded to the Town Board.

TOWN BOARD MEETING

The Town Board will consider the application for land division at its next regularly scheduled meeting only if a recommendation to approve, conditionally approve, or deny has been made by the Planning Commission.

COUNTY REQUIREMENTS

See Introduction page for various requirements

ZONING CHANGES

WHO NEEDS THEM

Most of the land in the Town of Primrose falls in the A-1 Agriculture (Exclusive) District as specified in the Dane County Zoning Ordinance; therefore, any proposed land use not permitted in this district will require a zoning change. Zoning changes usually involve a change from one zoning district to another zoning district. They may also involve a change in the type of use allowed within an existing district, in which case a conditional use permit must be requested. Decisions on requests for zoning changes in the Town of Primrose are made jointly by the Town of Primrose and Dane County. Such requests must be consistent with the policies of both governments. The Town's policies can be found in the Town's Land Use Plan. (Available from the Town Clerk.) The County's policies can be found in the County's Zoning Ordinances. (Copies are available from Dane County Planning and Development.) Before coming to the Town, you should confirm with Dane County Planning and Development that the use you propose is consistent with the zoning district to which you are requesting a change or with the list of conditional uses permitted.

BEFORE APPLYING

See Introduction page for instructions.

TO APPLY

With the application for a zoning change in the Town of Primrose, you should include the following exhibits:

- a. *Plat map*
- b. *Aerial photo/site analysis*
- c. *Slope analysis*
- d. *Site plan*

See glossary for explanation of these exhibits.

AFTER APPLYING

See this section under Land Division

PLANNING COMMISSION MEETING

See this section under Land Division

TOWN BOARD MEETING

See this section under land division

COUNTY REQUIREMENTS

See Introduction page

SITE PLAN APPROVALS

WHO NEEDS THEM

All construction of new buildings, except those exempted in the Building Permit Ordinance, and all mobile home placements require site plan approval before a building or a mobile home permit can be issued. This approval is required by the Town and the County. Town policies on buildings and their location can be found in the Town's Land Use Plan and Building Permit Ordinance (Available from the Town Clerk.) The County's policies on building location and mobile homes can be found in the County's Zoning Ordinances (Available from Dane County Planning and Development.) Before coming to the Town, you should confirm with Dane County Planning and Development that the building or mobile home size and proposed location conform to County zoning requirements.

BEFORE APPLYING

See Introduction for instructions

TO APPLY

When applying, you should include the following exhibits:

- a. *Plat map*
- b. *Aerial Photo/site analysis*
- c. *Slope analysis*
- d. *Site plan*
- e. *Land Division approval (if this property was divided from a larger one)*

AFTER APPLYING

See Section under Land Division

PLANNING COMMISSION MEETING

See Section under Land Division

TOWN BOARD MEETING

See Section under Land Division

COUNTY REQUIREMENTS

See Introduction Page.

BUILDING PERMITS

WHO NEEDS THEM

All construction of new buildings, except the ones exempted in the Building Permit ordinances, require approval. Primrose and Dane County require building permits. The Town's policies on buildings and their location can be found in the Town's Land Use Plan and the Town's Building Permit Ordinance. (Available from the Town Clerk. The County's policies can be found in the County's Building/Zoning Ordinances. (Available from Dane County Planning and Development.)

COUNTY REQUIREMENTS

See Introduction for instructions

DOCUMENTS NEEDED

- a. Site plan approval
- b. County erosion control plan (for the building site)
- c. Completed Driveway Permit
- d. County Zoning permit
- e. County sanitary permit (for dwellings only)
- f. Completed Wisconsin administrative building application
- g. Two complete sets of plans to scale
- h. List of contractors including addresses and phone numbers
- i. Master Plumbers Licensing number
- j. Approved County farm/income certification (stating you are a farm owner/operator deriving the minimal income needed to build on A-1 Excl. for a farm house)

TO APPLY

See Building Permit Requirements information attached.

DRIVEWAY CONSTRUCTION PERMITS

WHO NEEDS THEM

All construction or modification of private driveways or field roads in the Town of Primrose requires approval by the Town Board if that construction or modification changes the existing topography of the land. Driveway construction permits are required by the Town and will be needed to obtain a Zoning permit from the County. The Town's policies on the construction or modification of private driveways or field roads can be found in the Town's Land Use Plan and the Town's Construction of Private Driveways Ordinance. (Available from the Town Clerk.) Access onto County and State roads requires approval from the county or state Dept. of Transportation.

BEFORE APPLYING

See Land Division Section for instructions

TO APPLY

Submit a driveway construction permit application and its appropriate fee to the Town of Primrose Clerk. (Application packages are available from the Town Clerk.) With the application you should include the following exhibits:

- a. *Plat map*
- b. *Aerial photo/site analysis*
- c. *Slope analysis*
- d. *County erosion control plan*
- e. *Driveway construction plan* **OR**
- f. *Engineer's plan (if required)*

AFTER APPLYING

See Land Division Section for instructions

PLANNING COMMISSION MEETING

See Land Division Section for instructions

TOWN BOARD MEETING

See Land Division Section for instructions

COUNTY REQUIREMENTS

See Introduction for instructions

OTHER REQUIREMENTS

A driveway inspection by the Town is required after the construction is completed to assure that this construction meets Town driveway specifications. When the construction is completed, notify the Clerk who will make arrangements for this inspection. There is no additional cost for this inspection.

GLOSSARY

Aerial photo/site analysis: this is an 8-1/2 x 11 inch copy taken from an aerial photograph of the section in the Town of Primrose in which the property lies. If the property lies in 2 sections, you will need 2 aerial photos. On the photo(s), you should outline in black the boundary of the entire property. Outline in red the boundaries of any proposed land divisions or any parcel proposed for a zoning change. Then use colored highlighters to color in some of the natural features to help make them more visible. These features include ag land, woodlands, permanent streams and wetlands, and intermittent streams. Consider any land that is presently tilled or has been tilled (for example, land that is in CRP) as ag land.

County Erosion Control Plan: This is a site diagram on which erosion control practices should be marked.

County Farm Income Certification. This is a form required by the County on which an applicant certifies that he/she is a farm owner/operator and derives a substantial part of his/her income per year from the farm operation. This is only required for persons constructing a dwelling on A-1 Excl. land and is used to exempt the applicant from requesting a zoning change to a residential zoning district. The Town of Primrose, along with county farm/income certification, shall base its approvals for driveways and building permits on sites that have the least impact on agricultural land.

County Sanitary Permit: These permits are issued by the Dane County Environmental Health office at 242-6515.

County Zoning Permit: These permits are issued by the Dane County Planning and Development office at 266-4266.

Driveway Construction Plan: This is an 8-1/2 x 11 inch drawing of the proposed driveway showing the length, width, radius of all bends and relationship to property lines, buildings, and existing roads. Also shown will be the location and size of all culverts, any areas that will require fill, and any areas that will require cuts.

Driveway Inspection Report: This is a report filled out after completion of driveway construction. It certifies that the construction has been performed in accordance with the driveway construction plan.

Engineer's Plan: The requirements for the engineer's plan are spelled out in the Town's Driveway Ordinance.

Neighbor Notification: This is a required notification of all landowners whose property adjoins the edges of your entire property. Notification will be sent by Dane County

Planning and Development or developed by the Town Clerk at the discretion of the Town Board.

Plat Map: This is a copy of the Town of Primrose page from the County plat book on which you should outline the entire property. (This available from the Clerk.)

Sewage System Site Suitability: This is a letter from a certified soil tester confirming the site suitability of the proposed sewage system. Attached to this letter should be a copy of the site plan (described below) on which the acceptable sewage system locations are marked by the soil tester.

Site Plan: This is an 8-1/2 x 11 inch close-up drawing or survey map drawn to scale showing the locations of all existing and proposed man-made features of the property. These include any dwellings, driveway, wells, and sewage system. In addition, the distances of any proposed dwelling unit and sewage system to the boundaries of the entire property and any parcel to be rezoned should be noted. Note: you may wish to make your initial drawing larger, then just make a reduced copy for attachment to your application.

Slope Analysis: This is a map identifying the types of soils and slopes on the property. It will show the soils on which no disturbance is allowed and the soils on which non-farm residential development should be avoided. On this map, outline in black the boundaries of your entire property. In addition, mark in red the boundaries of any proposed land divisions, any parcel proposed for a zoning change, any proposed dwelling site, or any proposed driveway. Color any soils on which development should be avoided in orange.

Wisconsin Administrative Building Permit Application: This is a state form issued by the Wisconsin Department of Industry, Labor and Human Relations to cover 1 and 2 family dwellings.

APPLICATION FEE SCHEDULE

The following fees for all applications are as follows:

Applications Requiring Site Views

For applications requiring site views, the Town of Primrose charges the following costs/fees to cover the Town's costs/fees in reviewing your applications:

1. A non-refundable fee of \$200.00 for the first time your application And your site are reviewed by the Planning Commission and Town Board.
2. A non-refundable fee of \$200.00 for each subsequent site view by the Planning Commission and Town Board requested by applicant
3. A non-refundable charge of \$250.00 for a driveway permit and a Refundable fee of \$500.00 for a Driveway Construction permit for a Private driveway. These fees are collected before the initial construction Of the first driveway grade and returned when the building is completed And the driveway has received its finished coat.

OTHER FEES

1. Any other costs incurred specifically because of your application, such as attorney fees related to deed restrictions required, other legal review, costs for the advice of consultants, costs of repairing damage to Town roads caused during driveway construction, etc. These costs are the responsibility of the applicant and are non-refundable.
2. Dane County has other fees related to zoning, etc. which are to be paid directly to Dane County.
3. Building permit and related inspection fees are paid directly to the building inspector.